



# October Agency Checkpoint Call

# Agenda

- Opening Remarks
- EE1 Go-Live Summary and Next Steps
- SFS Post EE1 – 6-Month Plan
- AnalyzeNY Update
- OSC Updates
- MSC01/PBC Department Updates
- SFS Updates and Reminders
- BSC Updates
- Structured Question and Answer Session



# Opening Remarks

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SFS Director, Peggy Sherman



# EE1 Go-Live Summary and Next Steps

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EE1 Project Director, Ed Bouryng

# EE1 Status Update

- Go-Live Milestone Reached! What Next?
  - Defect Resolution
  - Process Refinements
  - Real Estate Management Go-Live, Planned 11/4/2015
  - FYE/Lapsing
- Change = Value ?
  - Transition to Full Segregations
  - Transition to Best Practices Procurement
  - Transition to Native Extracts based on PeopleSoft not CAS
  - Enterprise Management of Projects, Programs, Federal Grants
  - Enterprise Management of Real Estate, Assets, and Inventories
  - World-class Technology
- Transformational Change + Foundation for Enterprise Returns

# Real Estate Project IDs

For agencies that have purchase orders (POs) associated to Real Estate (e.g., Lease contracts), new Real Estate Project IDs have been created for the EE1 Go-Live:

- The EE1 Go-Live for the new Real Estate module is November 4, 2015.
- During the Agency Soft Go-Live period of the EE1 cutover, agencies were to re-establish contracts and POs as needed
  - A crosswalk of the real estate Project IDs to lease contracts was made available on *SFS Secure*
  - Agencies should add the project ID to lease contracts so that downstream POs and vouchers track the lease related cost in SFS
  - Along with the Lease Project, OCCUPANCY\_COSTS Activity ID should be used
- If the step to add the real estate project ID was missed, then Agency rework is required as the contract and any impacted POs and cost transactions will need to be reclassified to use the real estate Project ID



# SFS - What's Next

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Rich Thomas, Bonnie Gold –  
Project Officers

# 6 Month Plan Update

- Primary focus is on assuring EE1 stabilization
  - Provide needed support
  - Work priority defects
  - Complete remaining builds scheduled for after Go-Live
- Deploy Real Estate Go-Live
  - Activities are on schedule for initial load and activation of leases on November 4
  - Second load and activation will be conducted on December 9
- Install needed maintenance and prepare for FYE/Lapsing
  - Will apply latest PeopleSoft Image and PeopleTools patch
  - Patched environment will be the base for FYE and Lapsing testing

# 6 Month Plan Update

- Legacy Bulkload Extracts
  - Outreach to agencies using legacy formats will begin in November to understand level of use and the plan and timeline for decommission
- Financial Reporting
  - Tactical steps taken to date have been positive; closing sub modules in sync with GL
  - Refresh the plan that will allow us to complete the Financial Reporting re-architecture
- Change Control Board (CCB) Items
  - Working several priority items with the CCB

# Asset Management Workgroup Update

- The Asset Management workgroup was formed to evaluate how best to track the State's capital assets from purchase to financial reporting
- The workgroup has representation from DOB, OGS, ITS, OSC and the SFS
- Workgroup sessions will start at the end of November
- Very shortly, a letter from DOB will be sent to the Agency Head to request your commitment and participation in the requirement gathering sessions



# AnalyzeNY Update

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Owen Devine, AnalyzeNY

# Enhanced AnalyzeNY – Financials

- Enhanced AnalyzeNY reporting is now available at [analyzeny.ny.gov](http://analyzeny.ny.gov)
- Budget reporting: All Commitment Control (KK) ledgers (pre-encumbrances, encumbrances, and KK expenditures) are available and drill down to their associated Requisitions, Purchase Orders, Vouchers, or Journals
- GL Reports drill down to Vouchers and GL Journals
- KK Financial Plan: View Financial Plan budgets along with planned and expended amounts, and drill down to source documents
- Contracts: View contract header and line detail

# Enhanced AnalyzeNY – Financials

- An AnalyzeNY demo will be held in SFS Training Room D and via WebEx to review new reports and functionality
- October 22, 2015, 9:00 a.m. – 10:30 a.m.
- See *SFS*Secure** or [analyzeny.ny.gov](http://analyzeny.ny.gov) for WebEx information



# OSC Updates

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John Corbett

# SFS Vendor Support

- OSC Vendor Management Unit (VMU) maintains SFS related updates on it's Toolbox for Current Vendors page. This page is a component of the [Resources for Vendors Doing Business with NYS](#) link
- Information concerning the outage was posted to the page. It now contains information on the Purchase Order Soft Go-Live recreation process
- VMU is working with the vendors with the largest procurement activities to expand the electronic purchase order and invoice capabilities

# Guide to Financial Operations (GFO)

- The GFO has been updated with revised content resulting from EE1 and a new look and content search capability.
- Includes consideration of feedback from the draft content.
- GFO is a component of the Resources for State Agency Representatives link.
- <http://www.osc.state.ny.us/agencies/guidelines.htm>



# MSC01/PBC Department Updates

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Solution Services, Mary Alber

# MSC01/PBC Department Updates

- Per prior communications, at Go-Live the following department IDs were inactivated:
  - 7000200, 7010200 and 7010295
- While most agencies had existing MSC01 department IDs, some new department IDs were created for any new entities utilizing MSC01
- A communication was sent to each agency that utilizes MSC01 with their specific Debt Service and Transactional department values where applicable
- Requisition and Contract roles for purchasing are also now included as allowable roles for mapping for MSC01 users in ASA Self Service
- Job aids and UPK's are available on *SFS Secure* for questions about the purchasing / contract processes

# MSC01/PBC Department Updates

- During the next couple of weeks there will be an effort to streamline MSC01 access and deliver added benefits to agencies
  - Agency Security Administrators should watch for additional communications regarding the consolidation of MSC01 and Agency user accounts
  - This will allow users simpler utilization of SFS and decrease Agency Administrator maintenance requirements

# MSC01/PBC Department Updates

- The updated department id structure will allow clearer reporting from MSC01 usage
- Update department routing structure provides better control over the workflow approval process to ensure that large payments are able to be made timely and reduce the chance of incurred interest payments



# SFS Updates and Reminders

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Stakeholder Services,  
Alex DeFrancesco

# Agency Resources

Resource	Resource Link
<b>Test Environment</b> - The Agency Business Process test environment will remain available through and after Go-Live for agencies to test transactions and business processes.	<a href="https://int.sfs.ny.gov">https://int.sfs.ny.gov</a>
<b>SFS Secure</b> – EE1 project information, agency announcements, meeting dates and resources are available online for agencies via SFS Secure	<a href="https://www.sfs.ny.gov">https://www.sfs.ny.gov</a>
<b>SFS Operations Data Page</b> – SFS is posting a listing of all system defects as well as release notes to this page for agency users.	<a href="https://www.sfs.ny.gov/index.php/news-info/operations-data">https://www.sfs.ny.gov/index.php/news-info/operations-data</a>
<b>SFS Training Homepage</b> – the primary source for agency training information found on SLMS. <ul style="list-style-type: none"><li>SFS has provided 36 self-paced training courses to date that support and train agency finance office staff that need to use the SFS.</li><li>There are currently 452 job aids that are organized by module through this Web page.</li></ul>	<a href="https://www.sfs.ny.gov/index.php/enterprise-enhancement-phase-1/training/sfs-training-and-user-education-home">https://www.sfs.ny.gov/index.php/enterprise-enhancement-phase-1/training/sfs-training-and-user-education-home</a>
<b>Reports User Guide</b> <ul style="list-style-type: none"><li>A guide to the reports available to agencies during Go-Live and beyond is available on SFS Secure. Additional User Guides are being developed from the Custom Report listing. The first release is scheduled this week and will continue through the end of the year.</li></ul>	<a href="https://www.sfs.ny.gov/index.php/reports-user-guide">https://www.sfs.ny.gov/index.php/reports-user-guide</a>

# EE1 Training Release Schedule

Release contents selected within the schedule are based on the level of change impact and resource availability to complete development. Content available through SLMS using the following **SLMS course code: SFS-9.2-SPT**

Release	Date	Release Contents	
Refresher Training Release 1	8/19/15 <b>COMPLETE</b>	<ul style="list-style-type: none"> <li>SFS101 – Introduction to the SFS</li> <li>SFS205 - Getting Started with SFS</li> <li>AM101 - Adding and Maintaining Assets</li> <li>AP101 – Introduction to Accounts Payable</li> <li>AP205 - Voucher Entry and Processing</li> <li>AR101 – Introduction to Accounts Receivable and Billing</li> </ul>	<ul style="list-style-type: none"> <li>AR205 - Creating and Maintaining Customers</li> <li>CC101 - Creating and Amending Revenue Contracts</li> <li>CN210 - Creating and Processing Procurement Contracts</li> <li>REQ205 - Requisition Processing (<i>formerly PO205</i>)</li> <li>PSP205 – Working with PSP</li> <li>TE201 - Travel and Expense for Travelers</li> </ul>
Refresher Training Release 2*	9/16/15 <b>COMPLETE</b>	<ul style="list-style-type: none"> <li>AM205 – Managing Assets</li> <li>AP210 - Advanced Voucher Processing</li> <li>BI320 - Setup and Configurations for Billing</li> <li>CCA205 - Credit Card Administration</li> <li>INV205 – Inventory Management</li> <li>GCC101 - Creating and Amending Customer Contracts (Non-Revenue)</li> <li>GL101 – Introduction to General Ledger and KK</li> </ul>	<ul style="list-style-type: none"> <li>GL205 - Processing Journal Entries</li> <li>KK101 – Commitment Control Concepts and Terminology</li> <li>KK215 - Processing and Maintaining Budgets</li> <li>PO220 - Creating &amp; Processing POs</li> <li>PPM101 - Creating and Maintaining Projects and Program Management</li> <li>TE305- Travel and Expense for Approvers</li> <li>WFA205 – Workflow Administration</li> </ul>
Ongoing Releases	Date	Release Contents	
Supplemental SFS 9.2 Training Release*	10/14/15 <b>COMPLETE</b>	<ul style="list-style-type: none"> <li>AR215 - Creating and Maintaining Receivables</li> <li>AR220 - Creating and Maintaining Deposits</li> <li>ASA205 - Agency Security Administration</li> <li>BI210 - Creating and Processing Billing</li> <li>BI305 - Billing Processes for Managers</li> </ul>	<ul style="list-style-type: none"> <li>EDA205 - Employee Data Administration</li> <li>PO215 - Using Procurement Cards</li> <li>REC205 - Receiving</li> <li>RTV205 - Return to Vendor</li> <li>QRY205 - Using Query Viewer and Query Manager</li> </ul>

\*Release 2 and the Supplemental Training Release also includes updates to content from previous releases, as needed.

# Training Refresh Release Notes

- Release Notes provide information to users regarding any updates made to the existing self-paced trainings courses published to SLMS
- Updates made to existing self-paced training courses may include (but are not limited to):
  - Addition of a new topic
  - Updating a topic to provide additional explanation
  - Corrections to an existing topic
- Release Notes are published on the Training and User Education page on *SFS*Secure**
- **Going forward, updates to self-paced training material will be released monthly (to support system changes, as needed), and discussed on each Agency Checkpoint Call**

# Key Training Updates – As of 10/14

Recent updates to existing self-paced trainings include:

- Requisition Selection for Auto Sourcing
- Email Dispatch
- Purchase Authorization (PA) Contract
- Adjustment Voucher
- eSettlements Invoicing
- Refund of Appropriation against a closed PO

*More information regarding recent training updates can be found in the **Release Notes** published on the **Training and User Education** page on SFSSecure.*

# Payment Schedule Projection Post Go-Live Session

- Session Name: Daily Payment Schedule Projection (PSP) Management
- Session Date & Time: November 4; 10:00AM-11:30AM
- Format: Virtual, WebEx
- Audience: Agencies
- Agenda topics include:
  - Managing Your Agency Financial Plan
    - PSP & KK Financial Plan
    - Agency Role & Responsibilities
    - DOB Role & Responsibilities
  - Monitoring Your Agency Financial Plan
    - SFS Reports & Queries
    - AnalyzeNY Reports
  - Addressing Common Issues
  - Available Reference Material

***WebEx information for this session will be distributed to Agency Coordinators within the next week***

# Commonly Reported SFS 9.2 Production Issues Requiring User Action to Resolve

Description	Cause	How to Resolve
User/agency is unable to complete business process or transaction.	Incomplete 9.2 agency role mapping for agency SFS users	Contact your internal ASA and have role mapping completed
Some SFS screen views, invisible data fields and functionality may affect users.	SFS users have outdated Web browsers and need to use an updated Internet browser	Contact your internal desktop support team to update IE browser or use Google Chrome.
Agency users report system slowness or issues navigating in the SFS.	SFS users have not cleared their Internet browser's cache	Follow procedures identified on <i>SFS Secure</i> for clearing your cache
Training with context, notes and process clarification is not in Job Aids. Job Aids are intended to be a quick reference for a user once training is completed.	Users cannot find answers to detailed transaction processing questions in Job Aids on <i>SFS Secure</i> .	Enroll in and complete SFS self-paced training in SLMS prior to relying on job aids for instructions. SFS SPTs are easily accessed, quick to complete and can be referenced while processing transactions.
User reports they cannot locate "SFS Financials" in SFS 9.2	Navigation for transactions in SFS 9.0 began from the "SFS Financials" menu	Navigation for transactions in SFS 9.2 begins at the "Main Menu" not "SFS Financials".
Online agencies are getting valid errors when budget checking a PO. The PSP budget check is good and there is enough budget available to cover the PO.	Agency has the wrong budget date.	Ensure that you have the correct budget dates entered on transactions. Budget dates on transactions must be on or after October 1, 2015.



# BSC Updates

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Kimberly Miller

# BSC Updates

## Leases

October 13 BSC announces it will host OGS Negotiated Lease transactions “end to end”

- Activate Leases, create POs, link to project IDs
- Update the Real Estate module
- Make payments
- Contract administration including monitoring balances coordinating change notices and updating SFS for amendments
- Will need delegation of authority forms for contract entry

# BSC Updates

- The BSC has received requests to re-establish over 700 purchase orders
- When submitting a requisition to the BSC DO NOT enter a buyer name
- Emergency POs
- 3 Methods of PO Dispatch
- Dispatched PO Query “BSC\_Dispatched\_POS2”
- Additional Requisition and Receiving Training Sessions

# BSC Updates

## eInvoicing Status

- Live for all marketplace vendors along with 8 additional pilot vendors (see GFO)
- BSC has not received an eInvoice, but testing was successful
- eInvoice will not be in FileNet. Fully receipted invoices will be approval to pay (receiving in SFS)
- Once a week the BSC will send a report to each agency with match exceptions where action is required for payment.
- NYSID marketplace eInvoice/ non-marketplace will not be eInvoice

# Questions and Answers

Submit your questions via the WebEx Chat

If you have any questions after the checkpoint call, please send them to the SFS Help Desk and include your question topic in the subject line of the email.

SFS Help Desk: [HelpDesk@sfs.ny.gov](mailto:HelpDesk@sfs.ny.gov); (518) 457-7737; (877) 737-4185 toll-free